


Date: September 29, 2016

To: Authorized & Secondary Representatives of the Child and Adult Care Food Program (CACFP) – CCI, AR, ES, ADC, & OSH

From: Community Nutrition Team

Subject: Annual Contract Renewal for the Child and Adult Care Food Program

Please note that in the Child and Adult Care Food Program for Federal Fiscal Year 2017 contract there are new questions that must be completed. The [Contract Manual](#) provides step-by-step information on how to properly and fully complete the contract. Please pay special attention to the questions that are new and noted with a  which may mean that the new question requires your attention.

The contract must be submitted no later than Monday, October 17, 2016, to provide your DPI consultant time to review and approve. You will not be able to submit an October 2016 claim if your contract is not approved.

If you have already submitted your contract, please disregard this reminder.

Questions pertaining to the contract process may be directed to your assigned consultant. If you are unsure of your assigned consultant, refer to our [CACFP Consultants by County](#) map. We look forward to the continuing sponsorship of the CACFP by your agency.